

**ARKANSAS BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**P. O. Box 3750**  
**Little Rock Arkansas 72203-3750**  
**Phone (501) 682-2824 Fax (501) 682-2827**  
**www.arkansas.gov/pels**

Date Application Received:

Check: \_\_\_\_\_

**PE APPLICATION**

Important -Do not complete this form until you read the instructions and the guidelines and you understand what is required. All information must be **typed** and all questions must be answered. Your application fee must accompany this form.

1. Name in full: \_\_\_\_\_ 2. Date: \_\_\_\_\_

3. If you have ever used another name, list here \_\_\_\_\_

4. S. S. No. \_\_\_\_\_

5. Phone #(O) \_\_\_\_\_ Ext. \_\_\_\_\_

(H) \_\_\_\_\_ Fax \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_

7. E-mail address: \_\_\_\_\_

8. Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is mailing address company address? Yes \_\_\_ No \_\_\_

9. Employer: \_\_\_\_\_

10. Position: \_\_\_\_\_

11. Are you applying for written exam in Arkansas? Yes \_\_\_ No \_\_\_

12. Exam Discipline \_\_\_\_\_

Attach recent photo with face  
not less than 3/4 inch wide.  
Please tape sides down.

13. Photo taken \_\_\_\_\_mo/yr

14. Are you applying for registration by reciprocity or comity? Yes \_\_\_ No \_\_\_

15. Are you applying for reinstatement registration? Yes \_\_\_ No \_\_\_ AR PE # \_\_\_\_\_

16. Indicate below examination data and State

Fundamentals of \_\_\_\_\_ month/year Date issued \_\_\_\_\_  
Engineering exam: State \_\_\_\_\_ Exam date: \_\_\_\_\_ EI # \_\_\_\_\_

Principle & Practice of \_\_\_\_\_  
Engineering exam: State \_\_\_\_\_ Exam date: \_\_\_\_\_ EI # \_\_\_\_\_

17. State and Date of first registration as a PE State \_\_\_\_\_ Date \_\_\_\_\_

18. Other States in which you are registered as a PE \_\_\_\_\_

19. Have you previously filed an application with this Board for any purpose (includes Engineer Intern)?

Yes \_\_\_ No \_\_\_

20. Have you been denied registration in any State or Territory? Yes \_\_\_ No \_\_\_

State \_\_\_\_\_ Date \_\_\_\_\_

21. Have you ever been convicted of a crime (felony or misdemeanor, except traffic violation)? Yes \_\_\_\_ No \_\_\_\_
22. Have you ever been charged with a crime (felony or misdemeanor, except traffic violation), the disposition of which was other than by acquittal or dismissal? Yes \_\_\_\_ No \_\_\_\_
23. Have you ever been disciplined by another licensing Board that resulted in some type of enforcement action such as probation, letter of caution, letter of reprimand, censure, monetary penalty license revocation, etc.. regardless of whether the enforcement action was ordered or agreed to? Yes \_\_\_\_ No \_\_\_\_
24. Is any disciplinary action, complaint or enforcement action pending against you by another licensing board? Yes \_\_\_\_ No \_\_\_\_ (Affirmative answers to questions 19 thru 24 should be explained in Item 25).
25. Explanations of affirmative answers for questions 19 thru 24 on pages one and two \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### COLLEGE EDUCATION

*26. Institution Attended		Period of Attendance			Major	Date Graduated	Degree Received
Name	Location	From	To	Years			

### REFERENCES

\*27. Names and addresses of five (5) references of which three (3) must be current Registered Professional Engineers, who have personal knowledge of your character, professional reputation, and accomplishments. At least one (1) of the PE references must be from a current or previous supervisor.

Name	Address	Phone #	State of PE Registration
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

\*Please complete 26 and 27 even if you have requested that your NCEES record be forwarded to this Board.

28. Provide Experience Sheets

(Reinstatements: ACCOUNT FOR PERIOD(S) SINCE DATE OF ORIGINAL ARKANSAS REGISTRATION)

29.

**AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE**

State of \_\_\_\_\_ County of \_\_\_\_\_

Name of Applicant \_\_\_\_\_, being first duly sworn, deposes and says

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith and I hereby subscribe to and agree to conform with the Rules of Professional Conduct set forth in the Rules of the Board.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Arkansas State Board of Registration for Professional Engineers and Land Surveyors with any information concerning my qualifications for professional registration in Arkansas which they have on record or otherwise, and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

Subscribed and sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

(SEAL)

My Commission expires \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

**NOTE TO APPLICANTS:** It is your responsibility to see that the reference and verification forms are returned **directly** to the Board office. This application cannot be considered until all transcripts; verification forms and reference forms are returned.

# **RULES OF PROFESSIONAL CONDUCT**

## **PREAMBLE**

To comply with the purpose of the ARK CODE ANNO. 17-30-101 ET. SEQ. And ARK CODE ANNO. 17-48-101 ET. SEQ. Which is to safeguard life, health, and property, to promote the public welfare and to maintain a high standard of integrity and practice, the Arkansas State Board of Registration for Professional Engineers and Land Surveyors has developed the following Rules of Professional Conduct. These rules shall be binding on every person holding a Certificate of Registration to offer or perform engineering or land surveying services in this state. All persons registered under the ARK CODE ANNO. 17-30-101 ET SEQ. And ARK CODE ANNO. 17-48-101 ET SEQ are required to be familiar with the registration Statute and these Rules. The Rules of Professional Conduct delineate specific obligations the registrant must meet. In addition, each registrant is charged with the responsibility of adhering to standards of highest ethical and moral conduct in all aspects of the practice of Professional Engineering and Land Surveying.

The practice of Professional Engineering and Land Surveying is a privilege. All registrants shall exercise their privilege of practicing by performing services only in the areas of their competence according to current standards of technical competence.

Registrants shall recognize their responsibilities to the public and shall represent themselves before the public only in an objective and truthful manner.

They shall avoid conflicts of interest and faithfully serve the legitimate interest of their employers, clients and customers within the limits defined by these Rules. Their professional reputation shall be built on the merit of their services and they shall not compete unfairly with others.

The Rules of Professional Conduct as promulgated herein are enforced under powers vested by the Arkansas State Board of Registration for Professional Engineers and Land Surveyors and the Rules of the Board. In these Rules, the word "registrant" shall mean any person holding a license or a certificate issued by the Arkansas State Board of Registration for Professional Engineers and Land Surveyors.

## **I. REGISTRANT'S OBLIGATION TO SOCIETY**

- A.** Registrants, in the performance of their services for clients, employers and customers, shall be cognizant that their first and foremost responsibility is to the public welfare.
- B.** Registrants shall approve and seal only those design documents and surveys that conform to accepted engineering and land surveying standards and safeguard the life, health, property and welfare of the public.
- C.** Registrants shall notify their employer or client and such other authority as may be appropriate when their professional judgment is overruled under circumstances where the life, health, property and welfare of the public is endangered.
- D.** Registrants shall be objective and truthful in professional reports, statements or testimony. They shall include all relevant and pertinent information in such reports, statements or testimony.
- E.** Registrants shall express a professional opinion publicly only when it is founded upon an adequate knowledge of the facts and a competent evaluation of the subject matter.
- F.** Registrants shall issue no statements, criticisms or arguments on technical matters which are inspired or paid for by interested parties, unless they explicitly identify the interested on whose behalf they are speaking and reveal any interest they have in the matters.
- G.** Registrant shall not permit the use of their name or firm name by, nor associate in business ventures with, any person or firm which is engaging in fraudulent or dishonest business or professional practices.
- H.** Registrants having knowledge of possible violations of any of these Rules of Professional Conduct shall provide the Board information and assistance necessary to the final determination of such violation.
- I.** Registrants that are salespersons for or who represent a particular product or system shall qualify any public statement made concerning their product or system.

## **II. REGISTRANT'S OBLIGATION TO EMPLOYER, CLIENTS AND CUSTOMERS**

- A.** Registrants shall undertake assignments only when qualified by education or experience in the specific technical fields of engineering or land surveying is involved.
- B.** Registrants shall not affix their signatures or seals to any plans or documents dealing with subject matter in which they lack competence, nor to any such plan or document not prepared under their direct control and personal supervision.
- C.** Registrants may accept assignments for coordination of an entire project, provided that each design segment is signed and sealed by the registrant responsible for preparation of that design segment.

- D. Registrants shall not reveal confidential facts, data or information obtained in a professional capacity without the prior consent of the client or employer except as authorized or required by law.
- E. Registrants shall not solicit or accept financial or other valuable consideration, directly or indirectly, from contractors, their agents or other parties in connection with work for employers or clients.
- F. Registrants shall make full prior disclosures to their employers or clients of potential conflicts of interest or other circumstances which could influence or appear to influence their judgement or the quality of their service.
- G. Registrants shall not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.
- H. Registrants shall not solicit or accept a professional contract from a governmental body on which a principle or officer of their organization serves as a member. Conversely, registrants serving as members, advisors, or employees of a governmental body or department, who are the principals or employees of a private concern, shall not participate in decisions with respect to professional services offered or provided by said concern to the governmental body which they serve.

### III. REGISTRANT'S OBLIGATION TO OTHER REGISTRANTS

- A. Registrants shall not falsify or permit misrepresentation of their, or their associates; academic or professional qualifications. They shall not misrepresent or exaggerate their degree of responsibility in prior assignments nor the complexity of said assignments. Presentations incidental to the solicitation of employment or business shall not misrepresent pertinent facts concerning employers, employees, associates, joint ventures or past accomplishments.
- B. Registrants shall not offer, give, solicit or receive, either directly or indirectly, any commission, gift, or other valuable consideration in order to secure work, and shall not make any political contribution with the intent to influence the award of a contract by a public authority.
- C. Registrants shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects practice or employment of other registrants, nor indiscriminately criticize other registrant's work.
- D. Registrants who are aware of any alleged violations of the Law, Rules of the Board, or these Rules of Professional Conduct by a fellow registrant may counsel with that registrant to determine the facts. If correction is not made the registrant shall report the violation to the Board and other proper authorities.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before the undersigned, a Notary Public in and for the County and State aforesaid, came \_\_\_\_\_ a resident in the State of \_\_\_\_\_ known to me as the person herein described and subscribing hereto, as having signed the form of application on attached hereto, and on oath deposes and says that the statements made are true.

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature Notary Public

NOTICE TO ALL APPLICANTS FOR REINSTATEMENT OR RECIPROCAL REGISTRATION

(This form is for PE's licensed in another state)

The following questions must be answered in the space provided. Each question should be answered in detail.

1. The reason you wish to become registered (reinstated) in Arkansas.

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2. Information regarding any project in Arkansas on which you may have performed engineering services as a subordinate or employee of another licensed engineer. Please provide the name of the Professional Engineer in charge and Arkansas PE #. This includes work performed during the period your Arkansas license was not active.

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3. The current project or projects in Arkansas on which you contemplate performing engineering services if the information is not confidential.

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4. The status of plans or reports on any project in Arkansas for which you have been retained as the engineer.

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Do not leave any line blank.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**OFFERING TO PROVIDE, CONTRACTING FOR OR PROVIDING ENGINEERING SERVICES PRIOR TO THE APPLICANT OR HIS FIRM BECOMING LICENSED MAY BE A VIOLATION OF THE BOARD'S LAWS AND RULES. (SEE A.C.A. § 17-30-102 AND ARTICLE 16 OF THE BOARD'S RULES [ON ITS WEBSITE AT WWW.ARKANSAS.GOV/PELS](http://WWW.ARKANSAS.GOV/PELS) ). IF A VIOLATION OCCURS IT COULD SUBJECT THE APPLICANT AND FIRM TO DISCIPLINARY ACTION AND FINES AND/OR SIGNIFICANTLY DELAY OR PROHIBIT THE APPLICANT OR FIRM FROM BECOMING LICENSED.**



**ARKANSAS  
STATE BOARD OF REGISTRATION  
FOR PROFESSIONAL ENGINEERS**

P.O. BOX 3750  
LITTLE ROCK, ARKANSAS 72203-3750  
[www.arkansas.gov/pels](http://www.arkansas.gov/pels)  
Phone (501) 682-2824  
Fax (501) 682-2827

Office of Registrar: \_\_\_\_\_ (College Name)

Applicant's First, Middle & Last Name: \_\_\_\_\_ S.S. #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Dear Sir or Madam:

The above named individual has filed an application for registration with this Board. In regard to his/her education, he/she states as follows:

List Types of Degrees and Date Received:

\_\_\_\_\_  
\_\_\_\_\_

**ONLY** a registrar may complete this form.

***Registrar Completes: place college seal here***

**Correct:** \_\_\_\_\_

**Incorrect:** \_\_\_\_\_

Registrar's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Please check your records and advise this Board as to the accuracy of that portion of his/her educational record which pertains to your school. Your cooperation in this matter will be sincerely appreciated.

Yours very truly,  
Executive Director  
ARKANSAS STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS  
AND LAND SURVEYORS

NOTE: Applicant should complete top portion and forward to college with stamped envelope addressed to Arkansas Board, P.O. Box 3750, Little Rock, AR 72203-3750.

**Board Verification Request** Please include an envelope for your Board(s).

(If you are licensed in Arkansas, please disregard this sheet)

**TO:** Arkansas Board of Registration For  
Professional Engineers and Land Surveyors  
P.O. Box 3750  
Little Rock, AR 72203-3750

**FROM:**

DATE \_\_\_\_\_

\_\_\_\_\_  
(Name of Applicant)\_\_\_\_\_  
(Street Address)\_\_\_\_\_  
(City) (State) (Zip)

Phone(\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Social Security\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Date of Birth\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**I. THE ABOVE-NAMED PERSON WAS REGISTERED AS:**

	<b>Certificate Number</b>	<b>Date Issued</b>	<b>Valid Until</b>
<input type="checkbox"/> ENGINEER-INTERN	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL ENGINEER	_____	_____	_____
<input type="checkbox"/> LAND SURVEYOR-IN-TRAINING	_____	_____	_____
<input type="checkbox"/> PROFESSIONAL LAND SURVEYOR	_____	_____	_____

**II. BASIS OF REGISTRATION:**

	<b>Hours</b>	<b>Results</b>	<b>NCEES</b>	<b>Exam Date</b>
1. <input type="checkbox"/> WRITTEN EXAMINATION	FE _____	_____	_____	_____
PE Application Date: _____	PE _____	_____	_____	_____
	FLS _____	_____	_____	_____
	PLS _____	_____	_____	_____

STATE SPECIFIC/OTHER: \_\_\_\_\_

☐ EXAMINATION OPTION: (DISCIPLINE) \_\_\_\_\_☐ FE/FLS ACCEPTED FROM: \_\_\_\_\_☐ PE/PLS ACCEPTED FROM: \_\_\_\_\_3. ☐ Was the NCEES cut score Used? YES\_\_\_\_ NO \_\_\_\_ If NO, please explain \_\_\_\_\_4. ☐ Were veteran preference points applied to the score? YES\_\_\_\_ NO \_\_\_\_ If YES, please explain \_\_\_\_\_5. ☐ GRADUATION AND EXPERIENCE: If combined time was less than 8 years experience or degree was a non-ABET engineering curriculum, please check here ☐ and give details on the other side.6. ☐ Any disciplinary action taken ☐ Enforcement Exchange Please explain on reverse side**III. REMARKS:**

(Board Seal)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**A STAMPED, ADDRESSED ENVELOPE IS ENCLOSED FOR RETURN OF THIS FORM.**  
If a fee is required, notify the applicant by phone, please do not delay the processing of this form.



# Engineer Reference

applying for ☐ PE exam ☐ PE reinstatement ☐ reciprocity

TO BE COMPLETED BY APPLICANT

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Have You And Respondent Been Employed By, Or Been Members Of The Same Firm? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please Supply The Following Information:

From-To: \_\_\_\_\_

Name Of Firm: \_\_\_\_\_

City: \_\_\_\_\_

Applicant 's Position: \_\_\_\_\_

Respondent 's Position : \_\_\_\_\_

Have You Known Each Other In Other Circumstances? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give dates and explain on separate sheet.

1. Is the above information correct as stated? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain on back of this form.

2. How long have you known the applicant? \_\_\_\_\_

3. Please define the individual's character and reputation. \_\_\_\_\_

4. What is your business relationship to the applicant? \_\_\_\_\_

5. Do you have personal knowledge of the applicants engineering work? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Using the interpretations below, how do you rate the practice and quality of performance of the applicant's engineering work?

Type of Practice	Above Average	Average	Below Average	Unsatisfactory
Major Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Engineering Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## INTERPRETATIONS:

Above Average: Performance unquestionably of a professional level demonstrating thorough competence and creative ability.

Average: Work not distinguished in content or level but adequate for engineering purposes indicating an ability, under some supervision, to produce workable designs of systems and products.

Below Average: Barely adequate performance, needing careful checking and rather close supervision to meet requirements.

Unsatisfactory: Work of poor quality, not up to minimum professional standards, requires review and revision by associates or supervisors before execution. Inadequate for "the purpose of safeguarding life, health and property".

7. I (would)(would not) employ applicant on a project where his/her decisions would be final because \_\_\_\_\_

8. The following is my evaluation of the applicant's ability as an engineer \_\_\_\_\_

PLEASE TYPE OR PRINT CLEARLY Name of Respondent: \_\_\_\_\_

Respondent's Current Engineering Registration: State \_\_\_\_\_ \*Reg. # \_\_\_\_\_ Year \_\_\_\_\_

Name of Respondent's Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Position In Firm: \_\_\_\_\_ Date: \_\_\_\_\_

**\*ALL NON-ARKANSAS P.E. REFERENCES MUST SUPPLY VERIFICATION OF CURRENT REGISTRATION.** Mail to: Arkansas Board of Registration for Professional Engineers and Land Surveyors, P.O. Box 3750, Little Rock, AR 72203-3750.

Revised 6/3/2008

Experience Record for: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date completed requirements for BS Degree \_\_\_\_\_  
 Date of Degree \_\_\_\_\_ (Read Instructions Carefully Before Completing this Section)  
 (Copy this page if you need more room for your experience.)

Engagement Number	Dates Mo. – Yr. From – To	TITLE OF POSITION, NAME OF EMPLOYER AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, include nature, magnitude, and complexity of work on which engaged, your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) [ALL TIME SINCE HIGH SCHOOL OR AGE 18 (whichever is later) MUST BE ACCOUNTED FOR, INCLUDING MILITARY, ILLNESS, SCHOOL, UNEMPLOYMENT, ETC.]	Time Yrs. To decimals in tenths				Name, Title, PE number (if applicable) and Address of person most familiar with each engagement, preferably supervisor
			(1)	(2)	(3)	(4)	
			Non-Engineering (includes engineering work prior to completing requirements for BS Degree)	Engineering Experience after completing requirements for BS Degree & prior to PE Registration	Professional Engineering Experience after PE Registration	Total Engineering Experience (2) + (3)	

